

**Virginia Indigent Defense Commission
Personnel and Training Committee Meeting
1604 Santa Rosa Road, Suite 200
Richmond, Virginia 23229
August 10, 2012**

The meeting was called to order by Chair, David Lett, at 2:00 pm. Other committee members present were Carmen Williams, Maria Jankowski, and John Douglass. Quorum requirements have been met. Administrative staff included Executive Director, Dave Johnson; Human Resources Director, Amy Williams; and Administrative Assistant, Diane Pearson.

Ms. Jankowski made a motion to approve the April 24, 2012 Personnel and Training Committee meeting minutes. Ms. Williams seconded the motion. The motion carried.

Ms. Jankowski moved that the Virginia Indigent Defense Commission's Personnel and Training Committee convene in closed session to discuss personnel issues pursuant to the personnel exemption contained in §2.2-37 (11) (A) (1) of the Code of Virginia.

This meeting will be attended only by members of the Personnel and Training Committee, however, pursuant to §2.2-37(12) (F) of the Code of Virginia, the Committee also requests the attendance of the Executive Director and the Human Resources Director, because it is reasonable to believe that their presence will aid the Committee in its consideration of the matters which are the subject of the closed session.

Mr. Lett seconded the motion. The motion carried.

After reconvening into open session, Ms. Jankowski called for a roll-call vote asking that each Committee member certify to the best of his or her knowledge, during closed session the Committee heard, discussed, or considered only public business matters that were lawfully exempted from open meeting requirements under the Freedom of Information Act.

Each member so certified.

Ms. Williams moved that the Personnel and Training Committee direct the Executive Director, or in his absence, the Deputy Director, to place the employee discussed in closed session on administrative leave with pay, pending further investigation and report to the Full Commission at their September 20, 2012 meeting. Ms. Jankowski seconded the motion. The motion carried.

There was no further business.

Ms. Jankowski moved to adjourn. Ms. Williams seconded the motion. The motion carried.

The meeting adjourned at 2:55pm.

Respectfully Submitted:

Approved By:

Diane Z. Pearson, Administrative Assistant

David J. Johnson, Executive Director